

Memo

To: All Producers, Truckers, and Landowner
From: The Wood Purchase & Sales Department
Date: September 25, 2020
Re: Information Needed to Cash Slips

Please call in all rates and information needed to pay out slips prior to delivery of wood. If the rates and information need are not called into us prior to paying slips out, then the slips will not be cashed.

When setting up a job the information needed is as follows:

- Producer's name, company name, address, phone number, and HST number if not already in the system.
- Trucker's name, company name, address, phone number, and HST number if not already in the system.
- Landowner's name, address, and phone number if not already in the system.
- Other's name, company name, address, phone number, and HST number if not already in the system. (This space is for people being paid for harvesting, portering, or loading.)
- Stumpage Rates
- Trucking Rates
- Other Rates
- PID of the property being worked on

If there are any changes to rates or information we need to be notified by Friday of load delivery, no later than Monday morning, prior to cashing the slips. Remember that all slips are paid out for Thursday, and we cash the slips on Monday through Wednesday so all cheques are ready for pick up on Thursday. If changes are not received by Monday morning your cheque may be delayed in payment until the following week.

Thank you for your cooperation